

CAD Manager

(Facilities – Moving & Renovations)

OUR MISSION... To provide a clean, comfortable, and safe environment on Capitol Hill.

The Georgia Building Authority (GBA) is responsible for all services associated with the management of 36 buildings and various facilities located in the Capitol Hill Complex in Atlanta, Georgia, including the Georgia State Capitol building and the Governor's Mansion in northeast Atlanta. GBA provides maintenance, renovations, housekeeping, landscaping, food service, event catering, recycling, parking, and building access services to state employees housed in GBA-managed facilities.

Job Information

Job Type: Full Time

Number of Vacancies: 1

Unit: Facilities - Moving & Renovations

Pay Grade: SWD 17

Hiring Salary Range: \$43,063.23 – \$60,000.00

(Starting salary commensurate with education & experience)

Location: Atlanta, GA

Opens: February 17, 2014

Closes: March 17, 2014

(Must be received by 5 p.m.)

Obtain the detailed job description or applicants who require accommodations for the application process should contact

404-463-5658 or e-mail

hr-email@spo.ga.gov

GBA will attempt to meet reasonable accommodation request whenever possible.

INTERESTED? Here's What You Need:

Email **resume** in Microsoft Word/PDF format to hr-email@spo.ga.gov

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email:

CAD Manager



Website: www.gba.ga.gov

Position Overview

Duties: Under general supervision, directs and supervises skilled employees in planning and preparation for the completion of AutoCAD drawings, faciliCAD drawings, and construction estimates for construction projects. Coordinates and/or performs activities related to all facets of the project. Supervises and plans work of assigned staff.

Minimum Qualifications (Agency Specific): Bachelor's degree in a related field and two (2) years of experience in maintenance and/or general building construction **OR** Associate degree or vocational/technical school certificate and four (4) years of experience in maintenance and/or general building construction **OR** High school diploma or GED and six (6) years of experience in maintenance and/or general building construction **OR** One year at the lower level or equivalent position. Must have a valid Georgia Driver's License and meet the agency's requirements to be an authorized driver.

If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. GBA will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews.